

A Fine Arts & Crafts Cooperative, 18937 Front Street, Poulsbo, WA 98370

Mailing Address: P.O. Box 922, Poulsbo, WA 98370, (360) 697-4470

New Member Application Information

Attention: Passiko True Membership Director, passiko12@gmail.com

Thank you for your recent interest in joining the Verksted Cooperative Gallery, successfully operating for 32 years. We are a not-for-profit, cost-sharing entity that provides local artisans the opportunity to display and sell their original work in a high-quality low-overhead environment. There are no paid employees and all tasks are performed by the members. This document provides an overview of Verksted.

A maximum of 32 members exhibit a variety of high quality original fine arts and crafts. Gallery operating hours are 10am-5:30 pm daily, except for Thanksgiving, Christmas, special events, and emergency closings, such as with snow or extended power outages. Each member signs up six weeks in advance to work a minimum of sixteen hours per month in four hour am and pm shifts, with two members 'on-duty' at all times managing the gallery during operating hours.

The By-Laws of the Gallery outline various administrative tasks and positions associated with annually elected members of the Board. Members are also appointed and volunteer for additional operating tasks such as managing special sales events, as set forth by the Board.

Each member pays monthly rent (currently \$65), credit card charges on sales (currently 2.75%), a 15% commission/overhead charge on all sales, a Key Deposit of \$5, and one month extra rent of \$65, refunded after a six-month trial period.

Being successful in completing monthly shifts at the Gallery involves the following key elements:

Each member is expected to develop in their first month of membership a thorough knowledge and ability to communicate verbally and in writing to customers of all other Gallery members' art medium.

A solid working knowledge of Verksted Front Desk Operations. This includes being able to independently use the Square application for recording sales (training will be provided).

Once an artist submits a complete application, he/she is invited to a phone screening by the Membership Director(s). If successful, the artist is placed on a wait list unless an immediate opening exists.

When an opening occurs, a more intensive Membership Committee screening is arranged (typically 5-6 member artists). For this screening, the applicant is required to submit five representative samples of work of a single art medium marked with retail prices, a resume, artist statement, and other supportive material. This screening allows the Membership Committee to evaluate the artist presentation skills, artwork for quality, originality, marketability and overall appropriateness to the Gallery.

The final step takes place at the next monthly member meeting. The artwork is presented along with the Committee's recommendation. The attending membership votes on whether to admit the new artist to the Gallery, and the results are communicated to the artist the following day. If the artist is accepted for membership, he/she will receive further instruction. New artists become active the month following their acceptance into the Gallery.

Verksted Cooperative Art Gallery

Member Initial _____ Date _____

Date _____ Name _____

Address _____

City/State/Zip _____

Home phone(Not FAX) _____ Cell phone _____

E-mail _____ Website _____

Emergency Contact: Name _____ Phone # _____

WA State Driver's License # _____

Washington State Dept. of Revenue # _____

Art Medium (please be specific) _____

Experience With:

Computer Software _____

Social Media _____

Square Sales Software _____

Retail (where): _____

Other experience useful in a Gallery setting: _____

Note: Please use back side for additional room

I am applying for membership because: *(please provide a short statement)*

I will email to the Membership Director 5 photos of my art work, in JPEG format, to share with membership.

The following pieces of artwork are representative of my body of work. Similar items will be brought to the Committee screening in a format suitable for a Gallery setting (e.g. dry, framed, etc.). I will mark each item clearly with the title (if appropriate), medium, and retail price. Please do not bring more than five items unless arranged in advance).

1. _____

2. _____

3. _____

4. _____

5. _____

Please note: Application must be completed for further consideration for membership.

Please submit the application (pages 2-3) to the attention of:
Membership Director, Passiko True
P.O. Box 922, Poulsbo WA 98370.

Email application to Passiko True at passiko12@gmail.com. Please do not leave your artwork or photos at the gallery before you are called for your screening. Thank you and we look forward to meeting you!